

**Housing Finance Authority of Leon County
September 13, 2018
Meeting Minutes**

MEMBERS PRESENT: Mr. Tom Lewis, Chairman
Ms. Marnie George, Vice-Chair
Ms. Gail Milon
Mr. Mike Rogers
Mr. Allen Stucks

ADMINISTRATOR: Mr. Mark Hendrickson
Ms. Susan Leigh

HFA LEGAL COUNSEL: Mr. Mark Mustian

COUNTY STAFF: Mr. Kevin McCarthy

COUNTY ATTORNEY: None

GUESTS PRESENT: Herschel Holloway, Frenchtown Financial Opportunity Center

Call to Order by Chairman Lewis

With a quorum present, Chairman Lewis called the HFA meeting to order at 12:06 P.M.

Agenda Item #1: Membership Roll Call

Staff called the Membership Roll and attending members were Chairman Lewis, Vice-Chair George, Ms. Milon, Mr. Rogers, and Mr. Stucks. Both Dr. Sharkey and MR. Gay notified staff within the required time period that they would not be attending the meeting, and were excused.

Agenda Item #2: Approval of the September 13, 2018, Agenda

Action Taken: Chairman Lewis called for a motion for approval of the September 13, 2018 Meeting Agenda. Mr. Stucks motioned to approve, and it was 2nd by Ms. George. Motion passed unanimously.

Agenda Item #3: Approval of the August 23, 2018 Minutes

Action Taken: Mr. Hendrickson noted that the draft minutes had an error, and that Vice Chair George had given the required notice that she would not be attending that meeting. Chairman Lewis called for a motion for approval of the August 23, 2018 Meeting Minutes, as corrected. Mr. Stucks motioned to approve, and it was 2nd by Mr. Rogers. Motion passed unanimously.

Agenda Item #4 **Public Comment**

Mr. Herschel Holloway of the Frenchtown Financial Opportunity Center addressed the Board on the work of that organization.

Action Taken: No action taken

Agenda Items #5A-5E **Financial Reports and Budget**

Mr. Hendrickson presented the Financial Reports, including the budget, balance sheet, year-to-date expenditures and income, the backup materials, and the proposed expenditure and debit card approvals.

Action Taken: 5A Mr. Stucks motioned to accept the August 2018 Financial Statement, and it was 2nd by Mr. Rogers. Motion passed unanimously.

Action Taken: 5C Mr. Stucks motioned to approve the proposed Expenditure and Debit Card Approval list, and it was 2nd by Ms. George. Motion passed unanimously.

Note: A copy of the Expenditure List is at the end of the minutes.

Action Taken: 5D Mr. Hendrickson presented the proposed HFA budget for Fiscal Year 2018-2019, noting that he had coordinated with Treasurer Gay. Discussion and questions on the budget followed. After discussion, Mr. Rogers motioned to approve the HFA Fiscal Year 2018-2019 Budget as proposed. Motion passed unanimously.

Action Taken: 5E Mr. Hendrickson presented a proposed budget amendment, that reflected the additional expenditures for Emergency Repairs in FY 17-18. He noted that the amendment was needed because the Board had approved an advance of Emergency Repair funds originally authorized for FY 18-19 to the County during FY 17-18. Discussion followed. After discussion, Mr. Stucks motioned to approve the proposed budget amendment, and was 2nd by Mr. Rogers. Motion passed unanimously.

Mr. Stucks requested a year-end financial statement. Mr. Hendrickson stated that it would be provided at the October meeting.

Mr. Hendrickson updated the Board on the engagement letter with the auditor, which had been executed— noting that the auditor had agreed to a fee of \$10,000 for each year of the potential three-year engagement and to make the audit presentation in person.

Agenda Item #6A: **Emergency Repairs**

Mr. Hendrickson updated the Board on the Emergency Repair Program administered by the County

Action Taken: No action taken.

Agenda Item #6B: Real Estate

Mr. Rogers and Ms. Leigh updated the Board on their site visits to multiple properties that were new to the list, indicating that they believed several could be marketed. Discussion on the properties and the marketing effort followed.

Action Taken: No action taken.

Agenda Item #6C Legal Update

Mr. Mustian reported on the Audit Engagement Letter, noting that his firm had reviewed and approved the agreement. He also reported on a potential ethics issue that could require consultation with the State ethics officials.

Action Taken: No action taken.

Agenda Item #6D "To-Do" List

Mr. Hendrickson stated that the to-do list was in the Board Packet.

Action Taken: No Action Required.

Agenda Item #7A: New Business: Discussion with Lenders

Ms. Leigh reported on her conversations with lenders, who had indicated that they would attend an HFA meeting when the meeting would focus on increased loan volume.

Action Taken: No action taken.

Agenda Item # 8: Adjournment

On a motion by Ms. George, 2nd by Mr. Rogers, that Board voted unanimously to adjourn the meeting at 12:56 P.M.

Tom Lewis, Chairman

Jeffrey Sharkey, Secretary Date:

EXPENDITURE & DEBIT CARD APPROVALS: SEPTEMBER 13, 2018

CHECK NUMBER	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	The Hendrickson Company	Administrator	8-15-18 TO 9-14-18	\$ 3,583.33
1047	The Hendrickson Company	Administrator	9/13/2018	\$ 3,583.33
	The Hendrickson Company	Copying		
	The Hendrickson Company	Copying		\$ -
	Nabors Giblin & Nickerson	Legal	8-6-18 to 9-6-18	\$ 1,230.17
1048	Nabors Giblin & Nickerson	Legal	9/13/2018	\$ 1,230.17
	Cumulus- Tallahassee	Promotional	5/31/2018	\$ 950.00
1049	Cumulus- Tallahassee	Promotional	9/13/2018	\$ 950.00
	Leon County	Emergency Repairs	Advance on FY 18-19 Expenditures	\$11,250.00
1050	Leon County	Emergency Repairs	9/13/2018	\$11,250.00
DEBIT CARD	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	Jersey Mike's Subs	Operating Supplies: Lunch	8/23/2018	\$ 91.91
	Office Depot	Copying	9/8/2018	\$ 30.29
	Office Depot	Copying	9/8/2018	\$ 13.00
	Office Depot	Operating Supplies: Dividers		